



AGENDA TITLE: Adopt Resolution Authorizing Destruction of Certain Citywide Records

MEETING DATE: March 19,2008

PREPARED BY: Randi Johl, City Clerk

RECOMMENDED ACTION: Staff recommends adoption of the proposed resolution authorizing

the destruction of certain citywide records in accordance with the

Government Code and the City's Records Management Policy.

BACKGROUND INFORMATION: Section 34090 of the California Government Code provides for the

destruction of certain City records with the approval of the legislative body by resolution and the written consent of the City Attorney. In

addition, the City Clerk's office coordinated and compiled a listing of citywide records to be destroyed from the various departments pursuant to the City's Records Management Program and Policy (2007), which specifically provides for the annual destruction of said records in accordance with the Secretary of

State's Records Retention Guidelines.

FISCAL IMPACT: None

FUNDING AVAILABLE: Not applicable.

Randi Johl City Clerk

Attachments

APPROVED: Blair King, City Manager

City of Lodi

E-10

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note Documents will be reviewed for historical value and. if applicable, retained in the archives Documents involved in litigation or pending audit will not be destroyed

Department: INTERNAL SERVICES	Date:	Total No. of Pages:	Proposed Destruction	
Division:	MARCH 18, 2008 Prepared By:	Signaturje:/	Date: TBD	
PURCHAS ING Record Series Title	SHERRY MOROZ Dates of Records	Sher	uft proz	
(Same as Retention Schedule)	(From and To)	Storage Location	Box No.	
PURCHASE ORDERS	1/01/92 - 12/31/00	MSC WAREHOUSE	32	
BLANK PURCHASE ORDERS		MSC WAREHOUSE	3	
BLANK UTILITY BILLS		MSC WAREHOUSE	3	
)			
Department Head:		_	2 10 50	
Department Head:	mm X mm	Date:_	3-19-08	
City Clerk:		Date:_		
Consent is hereby given to	o destroy the above-	listed records:		
*City Attorney:	36	Date: 🤇	3-14-08	
only money.		Batc		
Destruction Completed By	y:			
Printed Name	Signature		 Date	
Attachment A - Form 4 (Authority to Destroy Records)				
Allaciline		io pesitol ixecoras)		

RESOLUTION NO. 2008-44

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING DESTRUCTION OF CERTAIN CITYWIDE RECORDS

WHEREAS, in accordance with Government Code Section 34090, the City Clerk and City Attorney have filed written consent to the destruction of certain Citywide records as specifically set forth in the attached inventory marked as Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

- 1. The records heretofore identified are no longer required.
- The Lodi City Council finds that the City Clerk and City Attorney have given written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: March 19, 2008

I hereby certify that Resolution No. 2008-44 was passed and adopted by the City Council of the City σ Lodi in a regular meeting held March 19, 2008, by the following vote:

AYES: COUNCIL MEMBERS - Hansen, Hitchcock, Johnson, Katzakian,

and Mayor Mounce

NOES: COUNCIL MEMBERS - None

ABSENT COUNCIL MEMBERS - None

ABSTAIN: COUNCIL MEMBERS - None

EAMOIEI®HI

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Date:

January 22, 2008

Department:

Administration

Total No. of Pages:

315

Proposed Destruction

TBD

Date:

Division: City Manager	Prepared By: Susan Lake	Signature:			
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.		
Miscellaneous payroll info.	1998 - 2005	City Manager's office			
Management Team minutes	8/2004 - 01/2005	City Manager's office			
City Manager's weekly update	10/2003 - 1/2005	City Manager's office			
	1	1	1		
		1			
Department Head: / 2	sle-	Date:_	1/21/07		
City Clerk:		Date:_			
Consent is hereby given to	o destroy the above-	listed records:			
'City Attorney:	E AR	Date:	3/in/08		
'City Attorney:Date: 3/10/98					
Destruction Completed By:					
Printed Name	Signature	_	Date		
Attachment A - Form 4 (Authority to Destroy Records)					

'Signature certifies a City Attorney assessment that records are not relevanf to existing or anticipated litigation.

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

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Department: Administration	Date: 1/14/08	Total No. of Pages:	Proposed Destruction
Division: City Attorney	Prepared By: Peggy Nico	Prepared By: Peggy Nicolini Signature	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To) Date files closed	Storage Location	Nilolini Box No.
Dockter v.City of Lodi	April 21, 2005	City Hall Vault	
Ghandar v.Cityof Lodi	January J 2005	City Hall Vault	
Henson v.City of Lodi	March 11,2005	City Hall Vault	
Miers v. City nf Lodi	May 6 2005	Citv Hail Vault	
Firefighters v. ned	May 9,2005	City Hail Vault	
Picazo			
Nelson v. City of Lodi	April 12, 2005	City Hail Vault	
Quesada v. COL	April 4 , 2005	City Hall Vault	
Smalley v. COL	Feb. 8,2005	City Hall Vault	
Thalken v. COL	May 5, 2005	City Hall Vault	
Department Head:	STOR	Date:_	Feb 7.200
0'' 0' '		Б. /	

Department Head:	Date: 120
City Clerk:	_Date:
Consent is hereby given to destroy the above-listed records:	
*City Attorney:	Date: <u>27/08</u>
Destruction Completed By:	
Printed Name Signature	Date
Attachment A - Form 4 (Authority to Destroy Reco	rds)

^{*}Signature certifies a City Alforney assessment fhat records are not relevant to existing or anticipated litigation,

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Department:	Date:	Total No. of Pages:		Proposed Destruction
City Clerk	1/7/08	1		Date: TBD
Division:	Prepared By: Jennifer	Perrin &	Signature: /	2 of well
Elections &Operations	Corina Farnsworth			mina Causinos
Record Series Title	Dates of Records	Storage	Location	Box No .
(Same as Retention Schedule)	(From and <i>To</i>)			
Precinct Lists and Maps from the	2005 and prior	City Cle	rk Vault	
County Registrar of Voters (NOTE:				
Originals are maintained by San Joaquin County Registrar of Voters Office)				
City Council Calendars and City	2005 and prior	City Clerl	k's Office	
Council/City Clerk Travel	2000 and pho	Oity Oich	K 3 OIIIOC	
City Council and City Clerk's	2005 and prior	City Clerl	k's Office	
Office general correspondence				
City Council meeting packets	2005 and prior	City Cle	rk Vault	
(NOTE: These records have been				
scanned, indexed, and are accessible in	1			
Shirtsleeve Session meeting	2005 and prior	City Cle	rk Vault	
packets				
(NOTE: These records have been scanned, indexed, and are accessible in				
the City's e-records system)				
Notice of Public Hearings	2005 and prior	City Clerl	k's Office	
Legal Advertising/Proof of	2003 and prior	City Cler	k's Vault	
Publications	'	,		
Weed Abatement Files	2005 and prior	City Clerk	c's Office	
City Council Audio & Video Tapes	2006 and prior	City Clerl	k's Office	
Administration/Campaign	2002 and prior	City Cle	rk Vault	
Statements and Conflict of	•	,		
Interest				
Candidate Statements	2003 and prior	City Cle	rk Vault	
Nomination Papers	2003 and prior	Citv Cle	rk Vault	

	Married Street, Co., Sanday		. 1 2
Department Head:		_	Date: 3 10 08
	V		77 7
City Clerk:			_ Date:

City of Lodi

Consent is hereby	given to destroy the above-listed records:		
*City Attorney:	BOOK	_Date:_	3/10/08
Destruction Comple	eted By:		
Printed Name	Signature		Date

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Department:	Date:	Total No. of Pages:	Proposed Destruction Date: TBD
Internal Services	January 30,2007	*) . 1
Division: Human Resources	Prepared By: Dean Gua	lco Signature:	11/1-
Record Series Title	Dates of Records	Storage Location	Box No.
(Same as Retention Schedule)	(From and To)		
Recruitment Examination	All files prior to	Garage	1-10
Files	December 31, 2001	25 E. Pine Street	
Salary Surveys	All files Prior to	Garage	12-15
	December 31, 2002	25 E. Pine Street	
Employment Files	All files prior to	Garage	16-20
(Terminations)	December 31, 1994	25 E. Pine Street	
(Terrimations)	December of, 1004	20 2.1 110 011001	I.

Department Head:	JR. Hmm	Date: 3 · / 3 · 08
City Clerk:		Date:
Consent is hereby gi	ted By:	rds:Date: 3/20/00
Printed Name	Signature	Date

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Department:	Date:	Total N	o. of Pages:	Proposed Destruction Date: TBD
Administrative Services Division:	January 18, 2008 Prepared By:		Signature: /	
HR-Risk Management	Janet Hamil	ton	Signature. La	A Dante
Record Series Title	Dates of Records		age Location	Box No.
(Same as Retention Schedule)	(From and To)			
General Liability Claim files	1984-2002	Parking	g Garage	1
General Liability Claim files	1984-2002		g Garage	2
General Liability Claim files	1984-2002	Parking	g Garage	3
General Liability Claim files	1984-2002	Parking	g Garage	4
General Liability Loss Runs	2005-06	Parking	g Garage	5
GL Quarterly reports	1999-2003	Parking	g Garage	6
GL Quarterly reports	1999-2003	Parking	g Garage	7
GL TPA invoices	2000-02	Parking	g Garage	8
GL TPA invoices	2000-02		g Garage	9
GL trust fund transfers	1998-2001	Parking	g Garage	10
GL trust fund transfers	1998-2001	Parking	g Garage	11
Incident Reports	1996-2000	Parking	g Garage	12
Incident Reports	1996-2000	Parking	g Garage	13
Incident Reports	1996-2000	Parking	g Garage	14
Excess Carrier agenda packets		Parking	g Garage	15
Budget documents		Parkin	g Garage	16
Requests for Residential Refuse Rate Reduction	1992-95	Parkin	g Garage	17
Surveys		Parkin	g Garage	18
Training manuals		Parkin	g Garage	19
Sample misc. policies		Parkin	g Garage	20

Department Head:	•	anin Anneon	Date:	1-24-08
_	١	7		
City Clerk:			Date:	

Consent is hereby given to destroy the above-listed records:

Date

Signature

Printed Name

City of Lodi

Department: Finance	Date: 1/18/08	Total No. of Pages:	Proposed Destruction Date: TBD		
Division: Revenue	Prepared By: Gail Glissman	Signature:	Plissman		
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.		
Business Tax Applications	2002	Finance Basement			
CIS Daily Postings & Journals	July 2001-June 2002	Finance Basement			
Service Orders/Utility Contract	July 1999-June 2002	Finance Basement			
Correspondence	July 2003-June 2004	Finance Basement			
Deposit Refunds	July 2000-June 2002	Finance Basement			
Enforcement Technology Parking Balancing Reports	July 1993-June 2002	Finance Basement			
Lodi Downtown Business Partnership Collections	July 1999-June 2002	Finance Basement			
Miscellaneous Receivables	July 2001-June 2002	Finance Basement			
Returned Checks	July 2002-June 2004	Finance Basement			
Pet License Applications	July 1998-June 2002	Finance Basement			
Department Head: Ruly R. Faiste Date: 1/29/08					
City Clerk:Date:					
Consent is hereby given to destroy the above-listed records:					
*City Attorney:Date: 3/19/08					
Destruction Completed By					

City of Lodi

Printed Name	Signature	Date

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Department: internal Services	Date: 01-29-08	Total No. of Pages:	Proposed Destruction Date: TBD
Dinvasional Services	Porty a Ward Boyy	Signature:	100 r
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Next Step/Leave Balance	2004-2005	Finance Basement	
Payroll Edit Registers	2004-2005	Finance Basement	
Payroll Journal Detail	2004-2005	Finance Basement	
Payroll Integrity Reports	2004-2005	Finance Basement	
Payroll Voucher Detail	2004-2005	Finance Basement	
Payroll Check Registers	2004-2005	Finance Basement	
Wage Attachment Report	2004-2005	Finance Basement	
Overtime Cards	2003-2004	Finance Basement	
Accounts Payable Final Post	2004-2005	Finance Basement	
Accounts Payable Payment Register	2004-2005	Finance Basement	
Accounts Payable Payment Group	2004-2005	Finance Basement	
Accounts Payable Cash Requirements	2004-2005	Finance Basement	
Accounts Payable Posting Edit	2004-2005	Finance Basement	
Accounts Payable Edit Report	2004-2005	Finance Basement	
Collectors Daily Reports	2004-2005	Finance Basement	
Misc. Journal Entries	2001-2002	Finance Basement	
Wire Transfers	2004	Finance Basement	
Inventory	2003-2005	Finance Basement	

Department Head:	Ruhy	R.	fairle	Date:	1/29/08
City Clerk:				Date:	

Consent is hereby given to destroy the above-listed records:

Signature

Date

Printed Name

City of Lodi

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Department: INTERNAL SERVICES	Date: MARCH 18, 2008	Total No. of Pages:	Proposed Destruction Date: TBD		
Division: PURCHASING	Prepared By: SHERRY MOROZ	Signature:	WIM DOLOS		
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.		
PURCHASE ORDERS	1/01/92 - 12/31/00	MSC WAREHOUSE	37		
BLANK PURCHASE ORDERS		MSC WARFHOUSE	3		
BLANK UTILITY BILLS		MSC WAREHOUSE	3		
Department Head:	mm Kum	Date:	3-19-08		
City Clerk:		Date:			
ony orona					
Consent is hereby given t	o destroy the above-l	isted records:			
*City Attorney:Date: 3 19.08					
Destruction Completed By:					
Printed Name	Signature		Date		

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Department:	Date:	Total No. of Pages:	Proposed Destruction			
Police	1/95/08	5,090 Signature	Date: 4/15/08			
Division: Records	Prepared By:	1	Laylor			
Record Series Title	Dates of Records	Storage Location	Box No.			
(Same as Retention Schedule)	(From and To)					
Traffic citations	+3 yrc old 2004	Records cabinets				
Incident reports	1/1/02 thru 2/31/02	Records cabinets				
	6 1////		1 0 1 0 1			
Department Head:	Sun // Me	Date:	1-31-08			
City Clerk:		Date:_				
Consent is hereby given to destroy the above-listed records:						
Consent is nereby given to	o destroy the above-i	isted records:				
*City Attorney: Date: 3/1968						
*City Attorney:Date:Date:						
Destruction Completed By:						
= ::	•					
Printed Name	Signature		Date			
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Attachment A - Form 4 (Authority to Destroy Records)

'Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

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Department:	Date: / /	Total No. of Pages:	Proposed Destruction			
Police	1/22/08	80	Date: H 15/08			
Division:	Prepared By:	Signature:	X=100.			
Investigations	J. Taylor	Storage Location	Box No.			
Record Series Title	Dates of Records (From and To)	Storage Location	() Box No.			
(Same as Retention Schedule)						
Admin/Internal	+ 5 yrs From	Investigations				
Investigations	closure date	Lt. Filing cabinet				
3)				
Background Investigation	+2 yes From	Investigations				
(not hired)	closure date	Lt Filing Cabinet				
(Not nirea)	Closure dare	at thing cubing				
	- Andrews					
11/01/						
Department Head	ARIE COM	nata:	1-31-01			
Department nead		Date				
City Clerk:		Date:				
City Clerk		Date				
	a daatuu tha aha I	Sakad saasala.				
Consent is hereby given to	destroy the above-i	listed records:				
*City Attorney: Date: 3 10 08						
Destruction Completed Dur						
Destruction Completed By	/ :					
Printed Name	Signature		Date			

Attachment A - Form 4 (Authority to Destroy Records)

'Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

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Department: Police	Date: 1/31/08	Total N	o. of Pages:	Proposed Destruction Date: 4//5/08	
Division:	Prepared By:		Signature:)	
Administration Record Series Title (Same as Retention Schedule)	S. Meyers Dates of Records (From and To)	Stor	rage Location	Box No.	
Background Investigations	+ 5 yrs from	Admin	istration		
and Employment Records	closure date	Person	nel filing cabinet		
of previous employees who	(prior to 2003)				
have left employment with					
the City (not retirees).					
Background Investigations	+5 yrs from	Admin	istration		
and Employment Records	closure date		nel filling cabine	+	
of retired employees who	(prior to 2003)		1		
are now deceased.	*				
Department Head:	in Man	`	Date:_	1-31-08	
City Clerk:			Date:_	· 	
Consent is hereby given to	destroy the above-l	isted re	ecords:		
*City Attorney: Date: 3/0/08					
Destruction Completed By:					
5	<u> </u>				
Printed Name	Signature			Date	
Attachment A - Form 4 (Authority to Destroy Records)					

^{*}Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

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Department: Public Works	Date: 1/30/08	1 of 4	
•			
Division: Municipal Service	Prepared By: Michelle N	. Signature:	Nementerente
Center	B. t f B	1 1 8 0 4 7 81 3 8 9 8	Box No.
Record Series Title	Dates of Records	Storage Location	BOX NO.
(Same as Retention Schedule)	(From and To)	MCC C	94028
Human Resources-Non-City	1976-1977	MSC Server Rm	94020
Employee-Delta Work Study		11000	0.1000
Human Resources-Non-City	1977	MSC Server Rm	94028
Employee-Manpower			
PW Streets - Personnel Data	1970-1975	MSC Server RM	94028
PW Streets - Personnel Data	1976-1979	MSC Server RM	94028
Human Resources- Streets- Annual Perf. Reports	1977-1 9 85	MSC Server Rm	94028
PW Streets - Personnel Data	1979-1981	MSC Server Rm	94028
Human Resources – Streets- Probation Reports	1972-1984	MSC Server Rm	94028
PW Streets - Personnel Data	1981-1983	MSC Server Rm	94028
PW Streets - Personnel Data	1984-1985	MSC Server Rm	94028
PW Streets - Personnel Data	1986-1987	MSC Server Rm	94028
Human Resource – Summer Youth Employees	1981-1982	MSC Server Rm	94028
Human Resource – Summer Laborers	1983-1986	MSC Server Rm	94028
Human Resource – Summer Apps	1981	MSC Server Rm	94028
Human Resource –Summer	1983	MSC Server Rm	94028
Youth <i>Employees</i>	4		

		Date: 1751708
City Clerk:		Date:
Consent is hereby given to	destroy the above-listed i	records:
*City Attorney:		Date: 3/10/08
Destruction Completed By	:	·
Printed Name	Signature	Date

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	Department: Public Works	Date: 1/30/08	2 of 4		Date: TBD	
	Division: Municipal Service Center	Prepared By: Michelle N		Signature:	anutredut	
	Record Series Title	Dates of Records	Stor	rage Location	Box No.	
	(Same as Retention Schedule)	(From and To)	1400			
	Human Resource-Personnel	1988-1995	MSC S	Server Rm	P1	
	Separated Employees	1001 1000	1400.0		56	
	Human Resource-Personnel	1994-1999	MSCS	Server Rm	P2	
	Separated Employees	0004	1100.0	514		
	Human Resource-Personnel	2004	MSC S	Server RM	P3	
	Return to Duty Slips	0/4000 40/4004	1400.0) D	504	
1	Finance –Purchase Orders	6/1988 -12/1991	MSC S	Server Rm	PO1	
The second	Finance-Purchase @rdermel	1020002428700001	MSC E	Server Rm	PO2	
Į	Hayrizin Cassource Personats	2002-2003	MSC S	Server Rm	P4	
	Pa roll Cards & Time Sheets					
l				1		
	Department Head	,		(Data:	1/31/08	
		<u> </u>			131100	
				10		
	City Clerk			Date:_		
	Consent is hereby given to	destroy the above-li	isted re	ecords:		
	-3	$-\infty$				
	*City Attorney:, Date: 3 1009					
	Date: 57.57					
	Destruction Completed By					
	Printed Name	Signature			Date	
		Oignataro				

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Department: Public Works	Date: 1/30/08	Total No. of Pages: 3 of 4	Proposed Destruction Date: TBD
Division: Municipal Service Center	Prepared By: Michelle N	TK chille	Le montrement
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location /	Box No.
Finance – Operation Statements	1996	MSC Server RM	94 D
Administration – Hazardous Conditions	1996	MSC Server Rm	94D
Administration - Confidential Claims	1996	MSC Server Rm	94D
Administration - Confidential	1996	MSC Server Rm	94D
Administration – Hazardous Conditions	1995	MSC Server Rm	94D
Administration – Confidential Claims	1995	MSC Server Rm	94D
Administration - Confidential	1995	MSC Server Rm	94D
Finance – Operation Statements	1995	MSC Server Rm	94D
Finance-Claims	July - Dec. 1996	MSC Server Rm	94D
Finance - Special Allocations	1992-1993	MSC Server Rm	94D
PW Streets-Central California	1993	MSC Server Rm	94D
PW Streets-Southern Pacific Railroad	1993	MSC Server Rm	94D

Department Head:	FWally Xandelin	Date: ¹/७७/०৪					
City Clerk:		Date:					
Consent is hereby give	n to destroy the above-listed	records:					
*City Attorney	To off	Date:_3[10]@8					
Destruction Completed By:							
Printed Name	Signature	Date					
Attach	ment A = Form 4 (Authority to Dea	stroy Records)					

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note Documents will be reviewed for historical value and, if applicable, retained in the archives Documents involved in litigation or pending audit will not be destroyed

Department: Public Works	Date: 1/30/08	Total No. of Pages: 4 of 4	Proposed Destruction Date: TBD	
Division: Municipal Service Center	Prepared By: Michelle N.	Signature://	Remonstressed	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.	
Personnel-Employee Time	1994-2002	MSC Server Room		
PW Streets-Landscaping	1992-1995	MSC Server Room		
Finance-Transfer of Charges	1994	MSC Server Room		
Finance-Receipts	1992	MSC Server Room		
Finance-Receipts	1994-1998	MSC Server Room	_	
Finance-Trans. Analysis Reports	2001	MSC Server Room		
Public Works-Inventory	1994-1995	MSC Server Room		
Finance – Accounts Payable	1989-1990	MSC Server Room		
Public Works - Reports	2002	MSC Server Room		
Finance - Accounts Payable	1989-1991	MSC Server Room		
Finance - Accounts Payable	1989/1990-11/1994	MSC Server Room	-i	
Finance – Accounts Payable	7/1994-6/1989	MSC Server Room		
Public Works – Inventorv	1997.1998. & 1999	MSC Server Room		

Department Head:	Wally Dandel	
City Clerk:		Date:
Consent is hereby give	n to destroy the above-listed i	records:
*City Attorney:		Date: 3 10 08
Destruction Completed	Ву:	
Printed Name	Signature	Date
Attach	ment A - Form 4 (Authority to Dest	trov Records)

Audo into it A Tom + (Nationly to Destroy Necords)

^{*}Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

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Department: Library	Date: 1/7/08	Total N	o. of Pages: 1	Proposed Destruction Date: TBD
Division:	Prepared By: Sandra Bra	ıge	Signature:	Brau_
Record Series Title	Dates of Records	Stor	age Location	Box No.
(Same as Retention Schedule)	(From and To)	01	-1- ("11 '1	22 1
Payroll documents	Jan-Dec 2004	Sanara	a's file cabinet	
	To part last the second			
	and A Collection and A collection and the Collection of the Collec		operandonis al del participa del 1804 del grap magino e ade participa de activación del participa del 1986 del 1986 del grapos del participa de activación del participa del 1986 del 1	
		and a second		
	1			
				And the state of t
Department Head: //a	ncyMart	M	Date:_	1/30/08
City Clerk:			Date:_	
Consent is hereby given to	destroy the above-li	sted re	ecords:	
+011 411	The second secon		Date:_	2 100
*City Attorney:	700) -		Date:	SI GLE
Destruction Completed By	•			
Printed Name	Signature			Date

Department: Fire	Date: 1/9/2008	Total No. of Pages: 1	Proposed Destruction Date: TBD	
Division: Administration	Prepared By: Linda Hoover Signature:		Kinda Hoover	
Record Series Title	Dates of Records	Storage Location	Box No.	
(Same as Retention Schedule) Acct's. Payable	(From and To) 2005	Fire Admin.	1	
Invoices/Copies	2000	1 1107 14111111	•	
Claim Vouchers/Copies	2003/2004 2004/2005	Fire Admin.	3	
Correspondence	2004/2005	Fire Admin.	3	
Expendable Trust/Copies	2003/2004 2004/2005	Fire Admin.	3.	
Expenditure/Transaction Analysis Reports/Copies	2003/2004 2004/2005	Fire Admin.	2	
FLSA/Copies	2003/2004 2004/2005	Fire Admin.	3	
Leave Balances/Copies	7/7/2003 – 7/3/2005	Fire Admin.	3	
Minutes/Copies	7/2003 - 6/2005	Fire Admin.	3	
Performance Incentive Bonus/Copies	2004	Fire Admin.	3	
Purchase Orders/Copies	2003/2004 2004/2005	Fire Admin.	3	
Strike Team Reimbursements	1999 – 2004	Fire Admin.	3	
Supply Order Requests/Copies	2005/2006	Fire Admin.	2	
Time-Off Requests	2004 & 2005	Fire Admin.	2	
Uniform Allowance/Copies	2004 & 2005	Fire Admin.	3	

Department Hea	6. Mishell Duy	Date: //09/08
City Clerk:	,	_Date:
Consent is hereb		Date: 3 (0) (20)
Printed Name	Signature	Date

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Department: Fire	Date: 1/09/08	Total No. of Pages:	Proposed Destruction Date: TBD	
Division:	Prepared By:	Signature	Date. IBD	
Prevention	Cari Shates	Orginalar C Par	Shates	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.	
Permit Fees Deposit receipts	8/2005 - 12/2005	Fire Admin	1	
Apartment Inspection logs	2004 – 2005	Fire Admin	1	
Utility Authorization	2004 - 2005	Fire Admin	1	
Letters of Transmittal	2005 – 2005	Fire Admin	1	
Request for inspection	2004 – 2005	Fire Admin	1	
Fire Works Permits	2003 - 2004	Fire Admin	1	
Tank Removal Permits	2003 - 2004	Fire Admin	1	
Candle permits	2004 – 2005	Fire Admin	1	
Knox Box Auth. Forms	2004 – 2005	Fire Admin	1	
Weed Abatement	2000 – 2005	Fire Admin	2	
Department Head: Web	In Fret	Date:	1/09/08	

Department Hea	od: Wohn & ref	Date:	1/09/08
City Clerk:		_Date:	
Consent is herel	by given to destroy the above-listed records:		3/10/08
Destruction Com	npleted By:		
Printed Name	Signature		Date